

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF SAN BERNARDINO COUNTY, CALIFORNIA  
AND RECORD OF ACTION**

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June 24, 2003

**FROM:** MARCEL TURNER, Director  
Human Resources

**SUBJECT:** CLASSIFICATION ACTION

**RECOMMENDATION:** Read title only of proposed Ordinance regarding compensation of student interns [Student Intern (R17, \$8.56 to \$10.95 per hour) and Graduate Student Intern (R25, \$10.42 to \$13.31 per hour)]; waive reading of entire text and continue to Tuesday, July 1, 2003 for adoption.

**BACKGROUND INFORMATION:** There are a number of County departments that currently utilize structured intern programs. These programs provide curriculum related training with or without compensation. An example of a structured paid intern arrangement is the summer intern program administered by the Auditor/Controller-Recorder. They recruit accounting and business students for a summer program that includes practical work experience and orientation to the County. Upon completion of the program, those nearing completion of their degree are encouraged to apply for entry-level County positions. It is this type of program, summer or year round, that Human Resources is promoting as a way of "growing our own" employees.

Interns, who are hired on a paid status, must currently be hired as a Public Service Employees. The proposed action will allow departments to use a specific classification for the purpose of hiring student interns instead of using the classification of Public Service Employee. The student intern classification will be used for undergraduate level and technical school students and the graduate student intern classification will be used for graduate students who bring a higher level of work related knowledge to their assignments. Student interns will work less than 40 hours per pay period with the exception of semester, quarter, or summer breaks and will be provided with the opportunity to receive a step increase should they work the required service hours. The maximum length of an internship will be 2080 hours.

**REVIEW BY OTHERS:** The item has been reviewed by County Counsel (W. Andrew Hartzell, Deputy County Counsel) on June 9, 2003; the Human Resources Department (Linda Matthews, Classification Section Manager) on June 9, 2003; and the County Administrative Office (Daniel R. Kopp, Administrative Analyst), on June 13, 2003.

**FINANCIAL IMPACT:** This item only establishes the classifications and has no fiscal impact. The cost of employing paid interns shall be borne by the respective employing department within the confines of their approved budgets.

**SUPERVISORIAL DISTRICTS:** All

**PRESENTER:** Marcel Turner, Director of Human Resources, 387-5570

Record of Action of the Board of Supervisors

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